



**POLICY FOR ATTENDING FDP/ STTP/ WORKSHOP/ SEMINAR/ TUTORIAL /CONFERENCE FOR  
FACULTY OF CAMPUS INSTITUTE / FACULTY OF UNIVERSITY**

**Terminology**

- (a) AY- Academic Year (1<sup>st</sup> June to 31<sup>st</sup> May)
- (b) TA- Traveling Allowance
- (c) DA- Dearness Allowance
- (d) Registration Fee- Amount required for registration of Programme (including all taxes if an y)
- (e) OD- Official Duty
- (f) FDP- Faculty Development Programme
- (g) STTP- Short Term Training Programme
- (h) Faculty- Teaching Staff
- (i) Staff- Non Teaching Staff
- (j) ERP-Enterprise Resource Planning
- (k) LCA- Local Conveyance Allowance

**1- Leave**

- (a) Those who are attending FDP/STTP/Workshop / Seminar/Conference are entitled to get on -duty leave with prior approval of Director/Registrar (in case of University Faculty).
- (b) During this period if any holiday/Non -working days fall, then no special Compensatory Off will be given to attendee.
- (c) For attending irrelevant FDP/STTP/ Workshop/Seminar/ /Conference, On-Duty leave will not be granted.
- (d) In Case attendee remains absent during this period (for event) his/ her On-duty leave will be cancelled by the Institute/University
- (e) University reserves the right to reject/cancel leave in interest of University work.
- (f) These leaves are subject to the maximum limit of leaves admissible to the respective employee as per the terms and conditions prescribed by the University.

**2- Registration Fee/TA/DA**

- (a) In Case the University feels that the Course is useful for Institute/department/ University it will bear TA, DA as per GOVT. Norms.
- (b) For only one event, the Registration fee will be reimbursed, not more than Rs. 7500/- in one academic year, in case of program is within India and Rs. 15000/- in total, in case of abroad on production of valid receipt of payment.
- (c) While submitting claim original bills/tickets need to be submitted.

- (d) For attending irrelevant FDP/STTP/Workshop/Seminar/Conference no reimbursement & registration fee, TA, DA will be given.

### 3- Conditions

- (a) For research paper presentation/ publication in conference proceeding the plagiarism must be less than 20% (use Turnitin software available in University).
- (b) In case funds are used from any other funding agencies or research grants for attending FDP/STTP/Workshop /Seminar / Conference no reimbursement (full or partial) will be done by the University.
- (c) After attending course attendee needs to submit following documents for final sanction of OD:-
- i. Xerox copy of participation Certificate or relevant proof of Attendance.
  - ii. Report of programme attended.
  - iii. Feedback from HOD (Useful or not useful).
  - iv. Proof of Course Material received during this period deposited to Institute Library/Central Library.
  - v. Necessary entries are made in College ERP.
- 4- This policy will be reviewed as and when required with the approval of Vice-Chancellor.
- 5- University keeps rights to modify/ amend above policy at any given time with the approval of Vice-Chancellor of the University.